



## REPORT WRITING TWO TRAINING VIDEO TEST

**Date:** \_\_\_\_\_ **Time:** \_\_\_\_\_ **Printed Name:** \_\_\_\_\_

This exam is meant to determine your comprehension of the SGM training video titled above. Please read each question carefully and select what you feel is the correct answer. Place an X on the line to the left of your answer. Upon completion of the test, return it to the instructor. You must answer at least 8 questions correctly in order to pass this exam. If you answer less than 8 questions correctly you will be required to be retested.

1. A copy of the incident report should be turned into the customer and the company.  
 True  False
2. Incident reports and log sheet can be written in pencil.  
 True  False
3. Two of the most common report forms are incident report and the daily log.
4. It's better to carry a notebook and then transfer the information onto your incident report or daily log.  
 True  False
5. It's not necessary that you print your forms it is better to print forms that it is to use cursive handwriting.  
 True  False
6. To save time it's acceptable to fill in your life sheet from the beginning of the shift to the end when you check on duty  
 True  False
7. A report with mistakes and misspelled words is a reflection on you.  
 True  False
8. If, after you report a fire station with an expired inspection, you come back the next day and see that it still has an expired tag it is not necessary to make another report.  
 True  False
9. At the end of your jury duty you must sign and date all reports you made.  
 True  False
10. The vehicle inspection report should be made whenever you check out a patrol car.  
 True  False



**Answer Key**  
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Question #	Answer
1	TRUE
2	FALSE
3	TRUE
4	TRUE
5	TRUE
6	FALSE
7	TRUE
8	FALSE
9	TRUE
10	TRUE